

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**  
**NATURAL RESOURCES MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of employees working in natural resources programs. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires thorough knowledge of the policies, procedures and regulations of natural resources programs and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Natural Resources Manager-2**

**Natural Resources Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Natural Resources Manager-3**

**Natural Resources Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Natural Resources Manager-4**

**Natural Resources Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports and composes correspondence relative to the work.

Determines natural resources management program needs and opportunities in an assigned geographic or program area and coordinates with programs in other divisions, bureaus or offices, as well as, other agencies, departments or public or private groups.

Formulates policies, procedures, plans for existing, and new natural resources management programs.

Directs, oversees and reviews the preparation and implementation of budgets, requisitions and the maintenance of inventory and personnel records.

Serves as a technical consultant and liaison with industry and governmental agencies.

Oversees the inventory, use, and maintenance of equipment and facilities used for natural resources management.

Conducts special projects and prepares special studies and reports.

Develops and conducts programs to manage state-owned resources

Oversees recreation programs including the selecting, examining, planning and appraising of potential recreation sites.

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Oversees land and water management activities, including the classification of habitats and plant communities forest stands as to location, condition, area and volume of timber for harvest, intermediate cuttings and needed cultural treatments.

Develops and implements programs to assure protection of vegetative communities against insects, pests, plant diseases and fires by directing the proper control and prevention operations.

Reviews and recommends water quality classifications to ensure the protection of fisheries habitats.

Directs the wildlife management program in an assigned area by implementing, holistic natural resources management practices.

Monitors and assists in the management of state licensed and tribal commercial fisheries.

Directs fisheries programs, prepares watershed assessments and management plans in an assigned area and for adjacent Great Lakes waters utilizing fishing regulations, habitat rehabilitation techniques, fish stocking and other fisheries management techniques.

Analyzes and correlates local wildlife information and impact and makes recommendations concerning its regulation.

Studies fish population, growth rate, migrations, survival of plantings and the abundance of young fish from natural reproduction.

Recommends changes in fish regulations and seeks public support for same.

Prepares prescriptions that identify and recommend solutions to fisheries problems.

Makes recommendations to acquire land based on ecosystem management, recreation needs and state needs and directs land acquisition efforts.

Monitors and assists in the state's Geographic Information Systems (GIS) efforts.

Directs mineral programs, monitors mineral leasing and development activities.

Directs geographic and geological studies and mapping of the land cover data in the state.

Directs the awarding of mineral assignments and unitization agreements for oil and gas development.

Oversees an inventory of land resources and current land use in the state.

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Attends or addresses meetings, maintains press, radio and television contacts, write technical papers, and works with clubs, schools and organizations to gain public support.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Thorough knowledge is required in the area of specialty at the 13 and 14 levels and extensive knowledge is required at the 15 level.

Knowledge of training and supervisory techniques, and employee policies and procedures.

Knowledge of labor relations, affirmative action and equal employment opportunity policies and practices.

Knowledge of the laws, principles, and practices of natural resources ecosystem management including conservation, protection and use.

Knowledge of inventory methods and the methods of surveying, mapping, estimating forest lands and evaluating mineral and natural resources values.

Knowledge of land acquisition tools for natural resources protection and management.

Knowledge of land appraisal techniques to determine natural resources' values.

Knowledge of GIS and its uses related to natural resources management.

Knowledge of metallic and non-metallic mineral development, production and management.

Knowledge of the method of collection, analysis and reporting of geological data.

Knowledge of forest fire laws and control methods, including prevention, detection and suppression.

Knowledge of silviculture, timber cruise and appraisal methods, forest pathology and entomology.

Knowledge of wildlife biology and management, zoology, ornithology, animal ecology and wetland management.

Knowledge of fisheries biology, fisheries management and limnology.

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Knowledge of habitat requirements for various wildlife species and communities and the accepted methods for producing and maintaining suitable habitat for those species and communities.

Knowledge of the principles and practices of fisheries management.

Knowledge of the fish and plant life in Michigan including the kinds, distribution, and importance of various species and their habits and requirements.

Knowledge of the methods and equipment used in fisheries management.

Knowledge of the methods of preparing fisheries development and improvement projects.

Knowledge of shoreline dynamics and ecosystems.

Ability to instruct, direct and evaluate employees.

Ability to do technical studies and to prepare technical reports and articles related to natural resources.

Ability to direct natural resources management in a district of the state.

Ability to prepare geological maps, map land areas, and inventory environmental conditions to determine their suitability for natural resources projects.

Ability to participate in gross pathological examinations of game animals and birds.

Ability to interpret complex scientific and legal documents.

Ability to communicate effectively with others and to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to be exposed to inclement weather conditions.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in forestry, forest management, wildlife management, wildlife biology, animal ecology, fisheries biology, fisheries management, limnology, zoology, geology, engineering, geography, natural resources, resources management, or a related field.

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### **Experience**

#### **Natural Resources Manager 13**

Two years of experience equivalent to a Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst or Wildlife Biologist at the P11-level.

**OR**

One year of experience equivalent to a 12-level Forest Management Analyst, Forest Management Specialist, Fisheries Biologist, Environmental Quality Analyst, Environmental Quality Specialist, Geologist, Geology Specialist, Resources Analyst, Resources Specialist or Wildlife Biologist.

#### **Natural Resources Manager 14**

Three years of experience equivalent to a P11-level Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist.

**OR**

Two years of experience equivalent to a 12-level Forest Management Analyst, Fisheries Biologist/Specialist, Environmental Quality Analyst/Specialist, Geologist, Resources Analyst or Wildlife Biologist.

**OR**

One year of experience described above equivalent to a 13-level natural resources specialist or manager.

#### **Natural Resources Manager 13**

Two years of experience equivalent to a P11-level Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist.

**OR**

One year of experience equivalent to 12-level Forest Management Analyst, Fisheries Biologist/Specialist, Environmental Quality Analyst/Specialist, Geologist, Resources Analyst or Wildlife Biologist.

#### **Natural Resources Manager 14**

Three years of experience equivalent to P11-level Forester, Fisheries Biologist, Environmental Quality Analyst, Geologist, Resources Analyst, or Wildlife Biologist.

**OR**

Two years of experience equivalent to a 12-level Forest Management Analyst, Fisheries Biologist/Specialist, Environmental Quality Analyst/Specialist, Geologist, Resources Analyst or Wildlife Biologist.

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OR

One year of experience equivalent to a 13-level natural resources specialist or manager.

### **Natural Resources Manager 15**

Three years of experience equivalent to 12-level Forest Management Analyst, Fisheries Biologist/Specialist, Environmental Quality Analyst/Specialist, Geologist, Resources Analyst or Wildlife Biologist.

OR

Two years of experience equivalent to a 13-level natural resources specialist or manager.

OR

One year of experience to a 14-level natural resources specialist or manager.

### **Alternate Education and Experience**

#### **Natural Resources Manager 13**

Possession of a bachelor's degree in any major and two years of experience in the management of public lands equivalent to a Property Analyst P11, two years of experience in the management of public lands equivalent to Property Analyst 12 or Property Specialist 12, or one year of experience in the management of public lands equivalent to a Property Specialist 13 or Property Manager 13.

OR

Educational level typically acquired through completion of high school and two years of experience equivalent to a Forest Fire Officer Supervisor 11.

#### **Natural Resources Manager 14 and 15**

Possession of a bachelor's degree in any major and three years of experience in the management of public lands equivalent to a Property Analyst P11, two years of experience in the management of public lands equivalent to Property Analyst 12 or Property Specialist 12, or, one year of experience in the management of public lands equivalent to a Property Specialist 13 or Property Manager 13.

### **Special Requirements, Licenses, and Certifications**

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
NATRSCMGR	Natural Resource Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Natural Resource Manager-2	NATRMGR2	NERE-107
Natural Resource Manager-3	NATRMGR3	NERE-108
Natural Resource Manager-4	NATRMGR4	NERE-109

ECP Group 2  
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